

ONE-DAY SUPERVISOR BOOT CAMP



Dillon Job
Service

and



Beaverhead
Chamber of
Commerce

are excited to bring you this
cutting edge workshop.

*Whether you're a brand-new
supervisor, small business
owner or experienced
personnel manager, this
course will help you increase
your team's effectiveness in
times when you can't
increase resources.*

*Learn to develop others'
skills, talents, and passions;
motivate and coach team
members; and leverage
team productivity.*

When:
November 9, 2011

Time:
8:30 AM—5:00 PM

Where:
Beaverhead Chamber of
Commerce Building
10 West Reeder St
Dillon, MT

*Don't miss out on this great
opportunity to develop and
refine your team building
and leaderships skills.*

Dillon, MT 59725

730 N. Montana, Suite 4



ONE-DAY SUPERVISOR BOOT CAMP

What Others Say:

*"This course will improve the
way I currently supervise"*

"Great Knowledgeable Instructor"

*"I was inspired to return to
work to inspire others"*

"...fun, interactive, and educational!"

"Very useful, I highly recommend it"

Brought to you by
Dillon Job Service &
Beaverhead Chamber of Commerce



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PAUL BENTLEY, Instructor

Paul has over 18 years of leadership experience in private industry, government, and non-profit organizations.



As the global Training Manager for Micron CMS he was responsible for leadership development, continuing education, and all aspects of technical and corporate training in the U.S., Malaysia and Belgium. Paul has developed and taught leadership courses for more than 4,000 business, government and non-profit leaders.

Paul is an extremely effective instructor who employs a highly interactive, "hands on" approach in his courses.

THE COURSE

This intensive and interactive day of training will help supervisors and managers increase their leadership effectiveness. You will be challenged to increase your leadership abilities through clearer communication and better direction. Learn how to create a productive and healthy work environment - reducing turnover and increasing your team's productivity.

This day is an opportunity to become the kind of leader your people will want to follow.

Here are the topics you will cover:

Communicating for Results:

You will increase your communication effectiveness by

- Discovering the common causes for communication breakdown
- Identifying your communication style
- Using the tools you learn to strengthen the lines of communication within your team

Creating a Climate for Better Performance:

Help create the kind of workplace where people can and will perform better by

- Identifying what motivates people
- Creating work and decision situations that meet people's motivational needs
- Providing employees with clear expectations and pertinent feedback

Increasing Team Productivity:

Tap into the abilities and energy of your team members by

- Increasing team input
- Guiding team decision-making
- Avoiding common pitfalls associated with team development

One-Day Supervisor Boot Camp Non-Refundable Registration

Detach and return
with payment to:

Dillon Job Service
730 N. Montana, Suite 4
Dillon, MT 59725

Register Early—Limited Space

Location: Beaverhead Chamber of Commerce

Date: Wednesday, November 9, 2011

Cost: \$38 / person—Lunch Included

Time: 8:30 am—5:00 pm

Number of Registrants ____ **\$38.00/ea\$** ____

Name _____

Name _____

Name _____

Address _____

Phone _____

Email Address _____

Make checks

Payable to:

Beaverhead Chamber of Commerce



Mail checks to: Dillon Job Service
730 N. Montana, Ste 4
Dillon, MT 59725



If you have any questions concerning the workshop or registration, please contact
Dillon Job Service

730 N. Montana, Suite 4 Phone: 406-683-4259
Dillon, MT 59725 Fax: 406-683-2903
E-mail: dillonjsc@mt.gov